

**8/18/11**

**Highlighted Opportunities**



**JOB DESCRIPTION**

**Title:** Human Resources Generalist  
**Location:** Salisbury, MD USA  
**Reports to:** Human Resources Director  
**Date:** August 10, 2011

**General Summary of the Position**

Primary duties service the salaried and the hourly workforce at the pharmaceutical manufacturing facility in Salisbury. Works on routine workforce issues with HR Manager with project work related to site and corporate initiatives as needed from the HR Director.

**Essential Functions**

*(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)*

- Provides customer service to employees regarding benefits and company policy interpretation.
- Answers benefit questions, escalates issues that are problematic, completes verification forms, benefit forms, other related to employee needs.
- Manages company benefit web-site information for enrollment changes and reports. Reconciles information to support monthly invoicing and bill paying.
- Point of contact for outsourced FMLA/ STD / LTD Administration Company.
- Provides support and can run payroll in absence of payroll specialist.
- Develops reports in ADP, maintains data integrity, and creates routine status reports in ADP and Excel (formulas, pivot tables).
- Assist manager on training, policy development, legal issues and annual reporting projects such as AAP, Dept. of Labor reporting, etc.
- Assists with routine annual cycles of performance reviews, open enrollment, compliance (govt. I-9s), affirmative action data collection, etc.
- Works on "good news" programs – events, employee activities, sets up Town Halls, other communication to employees, etc.
- Provides applicant flow support to include personnel requisition routing, job postings, writing/ placing job ads, recruitment folder management, closing files, and Taleo maintenance.
- Drafts offer letters for review from templates, sends collects materials, sets drug screens, background checks.

- Coordinates interview agendas, travel, expenses, etc. related to hiring
- Provides system support to on-board and out-process new hires/ terms.
- Communicates with Temporary Labor vendor on new orders, dismissals and payments.
- Coordinate drug screening, background checks, testing of new employees.
- Records and tracks EEO/ AAP data related to recruitment & promotions.
- Conducts orientations – improves program as required.
- General personnel file management as required.

### **Physical Work Activities and Exposure**

- Work is regularly performed inside in an office and manufacturing environment.
- The work area would be an office space generally involving a work desk and a computer.
- Extensive word processing and data entry work on computers will be involved.
- Interaction with other departments including Manufacturing, Quality Assurance, and Quality Control, and Product Development and Technical Services with respect to documentation will be involved.
- Frequent sitting, talking, or hearing.
- Use hands to finger, handle, feel, or operate objects or controls.
- Reach with hands and arms.
- Walk short distances.

### **Qualifications**

- Professional appearance, demeanor and attitude
- Ability to prioritize, multi-task and adjust workflow as needed
- Attention to detail, accurate data collection, entry and presentation.
- Computer literate, Word, Excel with ability to use sort, formulas and pivot tables
- Experience with PeopleSoft, ADP Payroll and/ or other HRIS systems
- BS Degree, HR, Accounting, Business, 3 – 5 years work experience
- Interest in taking ownership
- Good attendance

**Interested Applicants: Please send resume to [Scott.Butchley@cadista.com](mailto:Scott.Butchley@cadista.com)**

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## **Motorcycle Tech**

### **Motorcycle Technician**

Automotive/Mechanical

Technical

Transportation/Logistics

Motorcycle Mechanic. This is a year round position working on Motorcycles, ATV's, and UTV's. Experience Required. You must

have your own tools. This position is an hourly rate plus commission. Compensation based on experience. Motorcycle License Required.

Company Name:

**L & D SUZUKI INC**

Location:

**DOVER**

Available:

**Immediately Full Time.**

Pay:  
Posted:

12 per hour  
8/12/2011



Visit: <http://www.lndsuzuki.com>  
to learn more about **L & D SUZUKI INC.**

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Miltec is looking to hire an **Accounting Clerk**.

Summary: The Accounting Clerk is responsible for maintaining financial, accounting, and administration services in order to meet mandated requirements and support company operations.

**Duties and Responsibilities:**

Administer and monitor the financial system in order that the company finances are maintained in an accurate and timely manner, following the published procedures.

- a. Prepare and reconcile bank statements
- b. Accurately record supplier invoices into the computerized accounting system
- c. Maintain accounts receivables
- d. Perform other related duties as required

**Minimum Requirements:**

- 3-5 Years Accounting Experience
- Excellent attention to detail
- Excellent written and verbal communication skills

Miltec is an Equal Opportunity Employer

Email cover letter and resume to: [HR@miltec.com](mailto:HR@miltec.com)

Fax: 410-604-2906

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## Queen Anne's County

### DEPARTMENT OF HUMAN RESOURCES JOB ANNOUNCEMENT

Date:

August 16, 2011

Position Title:

Collections Specialist I – Dept. Budget & Finance

Salary: \$15.55/hour (Contractual)

Job Summary:

Performs all essential tasks necessary to review account billing, process payments, and collect cash for property tax, deed transfers, sanitary district services, and other services provided by the County. Work requires expertise or background in customer service, property transfers, and cash receipts. Department management relies on consistency and skill of this position. Works with minimal instruction or supervision. Makes recommendations to management.

Education and Experience:

Five (5) to seven (7) years work experience providing specialized office support. AA degree or 2 years secretarial school preferred. High school diploma or GED and computer experience required.

The deadline for receiving applications is **Friday, August 31, 2011**. All applications must be submitted to the Department of Human Resources no later than 4:30 p.m. on August 31, 2011. A Queen Anne's County job application must accompany the resume. Applications must be completed and submitted on or before the closing date. The job description, which fully describes assigned essential functions and the qualifications for this position may be obtained from the Human Resources Department. All applicants must pass a drug-screening test and adhere to unannounced, random drug testing during their period of employment.

Department of Human Resources  
The Liberty Building  
107 North Liberty Street  
Centreville, Maryland 21617  
Telephone (410) 758-4406  
Facsimile (410) 758-6913

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Please review the following vacancy announcement for available positions in National Oceanic and Atmospheric Administration's Office of Marine and Aviation Operations:

**GENERAL ENGINEER (PRODUCT LINE MANAGER), ZP-0801-04 (DE)**

JOB ANNOUNCEMENT NUMBER: OMAO-MOCP-2011-0019  
SALARY RANGE: \$81,823.00 - \$125,695.00 /year  
OPEN PERIOD: Wednesday, August 10, 2011 to Wednesday, August 24, 2011  
SERIES & GRADE: ZP-0801-4/4  
POSITION INFORMATION: Full-Time Permanent  
PROMOTION POTENTIAL: 04  
DUTY LOCATIONS: 1 vacancy(s) in one of the following locations: Newport, OR  
WHO MAY BE CONSIDERED: Public Non-Status Positions (DE):

- Open to all qualified candidates, including Federal employees.

DUTIES: The incumbent serves as the Product Line Manager for an assigned class or group of NOAA ships. Oversees/coordinates and administers the planning and life cycle management of all maintenance, repair and modernization. Utilizes the Computerized Maintenance Management System SAMM to monitor and plan maintenance activities. Incumbent implements innovative methods of resolving continuous and long-standing material deficiencies which adversely affect operational reliability and readiness. Incumbent coordinates the implementation and

documentation of completed maintenance repair and/or upgrade items for their assigned class or group of NOAA vessels. Incumbent is a Construction Work In Progress (CWIP) Project Manager. Incumbent maintains Contracting Officers Technical Representative (COTR) and/or Technical Point of Contact (TPOC) certification. Incumbent leads a team of experts in the development of dockside, dry dock and Major Repair Period (MRP) contract packages.

For application information, visit the link below:

<http://jobview.usajobs.gov/getjob.aspx?JobID=101593527&aid=90207145-11811&WT>

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#### **ACCOUNTING: US DEPARTMENT OF LABOR**

This is an excellent opportunity with the U.S. Department of Labor as an Accountant in the Philadelphia Area working with the Employment and Training Administration. Please pass this on to any of your clients you feel would benefit from this type of opportunity.

[http://jobview.usajobs.gov/GetJob.aspx?JobID=101686107&JobTitle=Accountant&q=0058&brd=3876&vw=b&FedEmp=N&FedPub=Y&x=0&y=0&jbf574=DL\\*&AVSDM=2011-08-16+00%3a03%3a00](http://jobview.usajobs.gov/GetJob.aspx?JobID=101686107&JobTitle=Accountant&q=0058&brd=3876&vw=b&FedEmp=N&FedPub=Y&x=0&y=0&jbf574=DL*&AVSDM=2011-08-16+00%3a03%3a00)

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## **JOB FAIR!!!**

**Free and open to the public!**

**Thursday, August 25, 2011  
1-6 p.m.**

**Talbot County Community Center  
10028 Ocean Gateway (Route 50)  
Easton, Maryland 21601**

*Local employers will be in attendance – bring your resumes and dress appropriately for an “on-the-spot” interview!*

**Don't forget to check these important sites for opportunities:**

The People's Place <http://www.peoplesplace2.com/employment.html>

Delaware Employment Link for all jobs posted for the State of Delaware: <http://delawarestatejobs.com/>

Link for Jobs at Non-Merit State Agencies <http://www.delawarestatejobs.com/pages/additionaljobs.asp>

Delaware Job Link for jobs listed by Delaware Companies: <https://joblink.delaware.gov/>

## County Jobs in Delaware:

- Kent County - <http://www.co.kent.de.us/Departments/Administration/KCJobs.htm>
- Sussex County – <http://www.sussexcountyde.gov/dept/personnel/index.cfm?resource=jobopenings>
- New Castle County – <http://www2.nccde.org/HR/Employment/default.aspx>

**The State of Delaware is accepting employment applications for the following jobs. If you are interested in a job, please submit your application by the **final filing date**.**

Job title: Motor Vehicle Technician I

Opening date: 8/12/2011

**Final filing date: Aug 18 2011 11:5**

Recruitment number: 081111-MBCC01-551101

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MBCC01&R3=551101>

Job title: Information Systems Support Specialist

Opening date: 8/12/2011

**Final filing date: Aug 18 2011 11:5**

Recruitment number: 081111-MADZ05-120500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MADZ05&R3=120500>

Job title: Motor Vehicle Technician I

Opening date: 8/12/2011

**Final filing date: Aug 18 2011 11:5**

Recruitment number: 081111-MBCC01-551100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MBCC01&R3=551100>

Job title: Supply, Storage and Distribution Supervisor

Opening date: 8/12/2011

**Final filing date: Aug 18 2011 11:5**

Recruitment number: 081011-MAGA06-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081011&R2=MAGA06&R3=351400>

Job title: Youth Rehabilitation Counselor I

Opening date: 8/13/2011

**Final filing date: Aug 19 2011 11:5**

Recruitment number: 081211-MDDV01-370500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081211&R2=MDDV01&R3=370500>

Job title: Developmental Disabilities Regional Program Director

Opening date: 8/13/2011

**Final filing date: Aug 19 2011 11:5**

Recruitment number: 081111-MDDZ23-351100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDDZ23&R3=351100>

Job title: Information Systems Manager

Opening date: 8/13/2011  
Final filing date: Aug 19 2011 11:5  
Recruitment number: 081111-MADC01-100200  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MADC01&R3=100200>

Job title: Administrative Specialist II  
Opening date: 8/13/2011  
Final filing date: Aug 19 2011 11:5  
Recruitment number: 081111-MAAA02-200400  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MAAA02&R3=200400>

Job title: Judicial Case Processor I  
Opening date: 8/15/2011  
Final filing date: Aug 21 2011 11:5  
Recruitment number: 081211-MAFC01-20800  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081211&R2=MAFC01&R3=20800>

Job title: Mediation Unit Supervisor  
Opening date: 8/15/2011  
Final filing date: Aug 21 2011 11:5  
Recruitment number: 081211-MAFZ08-20800  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081211&R2=MAFZ08&R3=20800>

Job title: Visually Impaired Business Service Supervisor  
Opening date: 8/16/2011  
Final filing date: Aug 22 2011 11:5  
Recruitment number: 081111-MCBZ03-350800  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MCBZ03&R3=350800>

Job title: Supply, Storage and Distribution Technician I  
Opening date: 8/16/2011  
Final filing date: Aug 22 2011 11:5  
Recruitment number: 081011-MAGA04-100200  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081011&R2=MAGA04&R3=100200>

Job title: Court Security Officer II  
Opening date: 8/16/2011  
Final filing date: Aug 22 2011 11:5  
Recruitment number: 080911-MBDE02-21500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080911&R2=MBDE02&R3=21500>

Job title: Accounting Specialist  
Opening date: 8/10/2011  
Final filing date: Aug 23 2011 11:5  
Recruitment number: 080911-MABA02-600600  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080911&R2=MABA02&R3=600600>

Job title: Family Service Specialist  
Opening date: 8/17/2011

Final filing date: Aug 23 2011 11:5  
Recruitment number: 081611-MDDQ01-370500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081611&R2=MDDQ01&R3=370500>

Job title: Information Resources Specialist I  
Opening date: 8/18/2011  
Final filing date: Aug 24 2011 11:5  
Recruitment number: 081711-MEBA01-200300  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081711&R2=MEBA01&R3=200300>

Job title: Employment and Training Area Operations Manager  
Opening date: 8/18/2011  
Final filing date: Aug 24 2011 11:5  
Recruitment number: 081711-MDDZ38-600900  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081711&R2=MDDZ38&R3=600900>

Job title: Gaming Inspector I  
Opening date: 8/18/2011  
Final filing date: Aug 24 2011 11:5  
Recruitment number: 081711-MBDG01-250700  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081711&R2=MBDG01&R3=250700>

Job title: Motor Vehicle Services Supervisor  
Opening date: 8/18/2011  
Final filing date: Aug 24 2011 11:5  
Recruitment number: 081611-MBCC04-551100  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081611&R2=MBCC04&R3=551100>

Job title: Judicial Case Processor I  
Opening date: 8/18/2011  
Final filing date: Aug 24 2011 11:5  
Recruitment number: 081111-MAFC01-21300  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MAFC01&R3=21300>

Job title: Communication Systems Specialist  
Opening date: 8/11/2011  
Final filing date: Aug 24 2011 11:5  
Recruitment number: 080811-MFAA02-450100  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080811&R2=MFAA02&R3=450100>

Job title: Administrative Specialist II  
Opening date: 8/18/2011  
Final filing date: Aug 24 2011 11:5  
Recruitment number: 081611-MAAA02-350100  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081611&R2=MAAA02&R3=350100>

Job title: Correctional Officer/Physical Plant Maintenance Trades Mechanic I  
Opening date: 2/26/2011  
Final filing date: Aug 25 2011 11:5  
Recruitment number: 022311-MCCH01-380100



Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022311&R2=MCCH01&R3=380100>

Job title: Registered Nurse III

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 021511-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse I

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 021511-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse II

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 021511-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Licensed Practical Nurse III

Opening date: 3/3/2011

Final filing date: Aug 30 2011 11:5

Recruitment number: 030111-MDGA02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Environmental Program Manager I

Opening date: 8/17/2011

Final filing date: Aug 30 2011 11:5

Recruitment number: 081611-MGCD01-400400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081611&R2=MGCD01&R3=400400>

Job title: Licensed Practical Nurse II

Opening date: 3/3/2011

Final filing date: Aug 30 2011 11:5

Recruitment number: 030111-MDGA02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Certified Nursing Assistant

Opening date: 3/10/2011

Final filing date: Sep 6 2011 11:5

Recruitment number: 030211-MDCD02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030211&R2=MDCD02&R3=350500>

Job title: Vocational Rehabilitation Counselor II

Opening date: 8/17/2011

Final filing date: Sep 6 2011 11:5

Recruitment number: 081611-MDDU02-600800

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081611&R2=MDDU02&R3=600800>

Job title: Nursing Supervisor

Opening date: 3/10/2011

Final filing date: Sep 6 2011 11:5

Recruitment number: 022811-MDGB04-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022811&R2=MDGB04&R3=350500>

Job title: Nutritionist II

Opening date: 3/16/2011

Final filing date: Sep 12 2011 11:5

Recruitment number: 020111-MDFA02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020111&R2=MDFA02&R3=350500>

Job title: Nursing Supervisor

Opening date: 3/17/2011

Final filing date: Sep 13 2011 11:5

Recruitment number: 031411-MDGB04-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDGB04&R3=350500>

Job title: Registered Nurse III

Opening date: 3/17/2011

Final filing date: Sep 13 2011 11:5

Recruitment number: 030111-MDGB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGB03&R3=350500>

Job title: Psychiatrist III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031411-MDEC03-350600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDEC03&R3=350600>

Job title: Nutritionist III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031411-MDFA03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDFA03&R3=350500>

Job title: Registered Nurse III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031511-MDGB03-351100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGB03&R3=351100>

Job title: Registered Nurse III

Opening date: 3/19/2011

Final filing date: Sep 15 2011 11:5

Recruitment number: 031511-MDGB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGB03&R3=350500>

Job title: Nurse Consultant

Opening date: 3/18/2011  
Final filing date: Sep 14 2011 11:5  
Recruitment number: 031511-MDGZ01-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGZ01&R3=350500>

Job title: Nursing Director  
Opening date: 5/3/2011  
Final filing date: Oct 30 2011 11:5  
Recruitment number: 041311-MDGB08-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=041311&R2=MDGB08&R3=350500>

Job title: Public Health Administrator II  
Opening date: 5/21/2011  
Final filing date: Nov 17 2011 11:5  
Recruitment number: 051911-MDDL03-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051911&R2=MDDL03&R3=350500>

Job title: Dentist  
Opening date: 5/28/2011  
Final filing date: Nov 24 2011 11:5  
Recruitment number: 052411-MDEA01-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MDEA01&R3=350500>

Job title: Registered Nurse III  
Opening date: 6/25/2011  
Final filing date: Dec 21 2011 11:5  
Recruitment number: 062311-MDGB02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MDGB02&R3=350500>

Job title: Registered Nurse II  
Opening date: 6/25/2011  
Final filing date: Dec 21 2011 11:5  
Recruitment number: 062311-MDGB02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MDGB02&R3=350500>

Job title: Certified Nursing Assistant  
Opening date: 6/25/2011  
Final filing date: Dec 22 2011 11:5  
Recruitment number: 062211-MDCD02-351100  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062211&R2=MDCD02&R3=351100>

Job title: Nutritionist III  
Opening date: 6/25/2011  
Final filing date: Dec 22 2011 11:5  
Recruitment number: 062411-MDFA03-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062411&R2=MDFA03&R3=350500>

Job title: Registered Nurse II  
Opening date: 7/8/2011  
Final filing date: Jan 4 2012 11:5

Recruitment number: 070611-MDGB02-380200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070611&R2=MDGB02&R3=380200>

Job title: Advanced Practice Nurse

Opening date: 8/8/2011

Final filing date: Jan 8 2012 11:5

Recruitment number: 080111-MDGB05-200900

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080111&R2=MDGB05&R3=200900>

Job title: Registered Nurse III

Opening date: 7/16/2011

Final filing date: Jan 12 2012 11:5

Recruitment number: 062911-MDGB02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MDGB02&R3=350500>

Job title: Registered Nurse II

Opening date: 7/16/2011

Final filing date: Jan 12 2012 11:5

Recruitment number: 062911-MDGB02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MDGB02&R3=350500>

Job title: Registered Nurse III

Opening date: 7/27/2011

Final filing date: Jan 23 2012 11:5

Recruitment number: 072011-MDGB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=072011&R2=MDGB03&R3=350500>

Job title: Chief Physician

Opening date: 8/9/2011

Final filing date: Feb 5 2012 11:5

Recruitment number: 080411-MDEB02-351100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080411&R2=MDEB02&R3=351100>

Job title: Nursing Home Administrator

Opening date: 8/10/2011

Final filing date: Feb 6 2012 11:5

Recruitment number: 080311-MDBZ12-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080311&R2=MDBZ12&R3=351400>

Job title: Epidemiologist II

Opening date: 8/17/2011

Final filing date: Feb 13 2012 11:5

Recruitment number: 081211-MDAB02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081211&R2=MDAB02&R3=350500>

Job title: Registered Nurse I-III

Opening date: 8/18/2011

Final filing date: Feb 14 2012 11:5

Recruitment number: 081111-MDGB01-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB01&R3=351400>

Job title: Nursing Supervisor

Opening date: 8/18/2011

Final filing date: Feb 14 2012 11:5

Recruitment number: 081111-MDGB04-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB04&R3=351400>

Job title: Registered Nurse III

Opening date: 8/18/2011

Final filing date: Feb 14 2012 11:5

Recruitment number: 081111-MDGB01-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB01&R3=351400>

Job title: Registered Nurse II

Opening date: 8/18/2011

Final filing date: Feb 14 2012 11:5

Recruitment number: 081111-MDGB01-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB01&R3=351400>

Job title: Registered Nurse II

Opening date: 8/18/2011

Final filing date: Feb 14 2012 11:5

Recruitment number: 081111-MDGB01-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB01&R3=351400>

## **See Below for Opportunities Recently Posted in the Cape Gazette**

[All Restaurant Positions](#) - LaDolce Vita

[Banquet Servers](#) - Baycenter

[Barista](#) - Federal Street Gallery

[Bellman](#) - Hotel Rehoboth

[Caregiver](#) - Coastal Estates

[Caregivers](#) - Home Instead Senior Care

[Chef](#) - Connections CSP, Inc.

[Clerks, Stock Personnel](#) - Atlantic Liquors

[CNAs](#) - Cadia Rehabilitation-Renaissance

[Cooks, Servers](#) - The Peninsula

[Counter Person](#) - Capitol Cleaners

[Crisis Bed Workers - CPR](#) - Delaware Guidance Services

[Data Entry](#) - Commtrak

[Delivery Driver](#) - Seafood Company

[Dental Assistant](#) - Practice in Dagsboro

[Dental Hygienist](#) - Dagsboro Dental Office  
[Employment Specialist](#) - Non-profit  
[Experienced Cook](#) - Bob Evans Restaurant  
[Front Desk Staff](#) - Boardwalk Plaza  
[Grounds Maintenance](#) - Pot-Nets Communities  
[Housekeeping Positions](#) - Inn at Canal Square  
[Information Security Students](#) - Delaware Tech  
[Job Opportunities](#) - Bayside Resort Golf Club  
[Job Opportunities](#) - Sussex Family YMCA  
[Kitchen, Server Staff](#) - Ledo Pizza  
[Landscape Maintenance](#) - Tunnell Companies, L.P.  
[Legal Secretary](#) - Tunnell and Raysor  
[Licensed Agents](#) - M Insurance Services  
[Licensed Insurance Sales](#) - Truitt Insurance Agency  
[Lifeguards](#) - Carter Pool Management  
[LPNs](#) - Brandywine Senior Living  
[Mechanic Small Engine](#) - Fun in the Sun  
[Medical Assistant](#) - Cardiovascular Consultants  
[Nanny](#) - Children from Ages 3-7  
[Ophthalmic Assistant](#) - Delaware Eye Institute  
[Outside Operation Positions](#) - Rehoboth Beach Country Club  
[Part Time Help](#) - Harbeson Deli  
[Plumber, Drain Tech, Water Jet](#) - Clendaniel  
[Sales Assistant](#) - Capstone Homes  
[Seamstress](#) - Two Old Mares  
[Senior Accountant](#) - The Knowland Group  
[Servers](#) - Serendipity Restaurant  
[Spa Coordinator](#) - Ocean Retreat Day Spa  
[Substitute Teachers, Nurses](#) - Cape Henlopen School District  
[Teacher](#) - Cape Henlopen School District  
[Waterpark Positions](#) - Midway Speedway Park

**Please See Below for Jobs Recently posted on CareerBuilder.com**

Job Title	Company	Location	Date Posted
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<a href="#"><u>Commercial RE &amp; Constr Relationship Mgr</u></a>	WSFS Bank	Wilmington, DE	Aug-18	<a href="#">Apply</a>
<a href="#"><u>Credit Officer</u></a>	WSFS Bank	Wilmington, DE	Aug-18	<a href="#">Apply</a>
<a href="#"><u>Sales Management Trainee</u></a>	Firestone Complete Auto Care - Northeast	Dover, DE	Aug-18	<a href="#">Apply</a>
<a href="#"><u>Outside Sales Representative</u></a>	Superior Plus Energy	New Castle, DE	Aug-18	<a href="#">Apply</a>
<a href="#"><u>SENIOR ENTERPRISE BUSINESS ANALYST</u></a>	Chase	Wilmington, DE	Aug-17	<a href="#">Apply</a>
<a href="#"><u>Business Operations Manager Senior</u></a>	Chase	Wilmington, DE	Aug-17	<a href="#">Apply</a>
<a href="#"><u>Admissions Manager</u></a>	VITAS Innovative Hospice Care	Newark, DE	Aug-17	<a href="#">Apply</a>
<a href="#"><u>Sr Loan Workout Rep</u></a>	M&T Bank	Wilmington, DE	Aug-17	<a href="#">Apply</a>
<a href="#"><u>API 579 - FFS (Fitness for Service) Engineer, Wilmington, DE</u></a>	DuPont Company	Wilmington, DE	Aug-17	<a href="#">Apply</a>
<a href="#"><u>Automotive Sales Consultant</u></a>	Sheridan Auto Group	Wilmington, DE	Aug-17	<a href="#">Apply</a>
<a href="#"><u>Maintenance Supervisor</u></a>	Zenith Products	New Castle, DE	Aug-17	<a href="#">Apply</a>
<a href="#"><u>Production Associate</u></a>	Nixon Uniform Service & Medical Wear	New Castle, DE	Aug-17	<a href="#">Apply</a>
<a href="#"><u>ENVIRONMENTAL SERVICE DIRECTOR</u></a>	Confidential	Dover, DE	Aug-17	<a href="#">Apply</a>
<a href="#"><u>Data Solution Architect</u></a>	Chase	Wilmington, DE	Aug-17	<a href="#">Apply</a>
<a href="#"><u>Full-Time Faculty - College of Business, Wilson Graduate Center</u></a>	Wilmington University	New Castle, DE	Aug-17	<a href="#">Apply</a>
<a href="#"><u>Recruiting and Selection Consultant - Staffing Manager</u></a>	DuPont Company	Wilmington, DE	Aug-17	<a href="#">Apply</a>
<a href="#"><u>Rep-Retail Sales</u></a>	Verizon Wireless	Newark, DE	Aug-17	<a href="#">Apply</a>
<a href="#"><u>Rep-Retail Sales</u></a>	Verizon Wireless	New Castle, DE	Aug-17	<a href="#">Apply</a>

<a href="#">Macy's Christiana, Newark, DE: Commission Sales Associate - Men'</a>	Macy's	Newark, DE	Aug-17	<a href="#">Apply</a>
<a href="#">Crop Consultant (175091-001)</a>		Seaford, DE	Aug-17	<a href="#">Apply</a>
<a href="#">Macy's Christiana, Newark, DE: Retail Commission Sales - Women's</a>	Macy's	Newark, DE	Aug-17	<a href="#">Apply</a>
<a href="#">Administrative Assistant</a>	Psychotherapeutic Services	Dover, DE	Aug-17	<a href="#">Apply</a>
<a href="#">Maintenance First Line Supervisor</a>	DuPont Company	Newark, DE	Aug-17	<a href="#">Apply</a>
<a href="#">Macy's Concord, Wilmington, DE: Retail Sales Better Sportswear A</a>	Macy's	Wilmington, DE	Aug-17	<a href="#">Apply</a>
<a href="#">Computer Operator</a>	Versalign, Inc.	Dover, DE	Aug-17	<a href="#">Apply</a>

## See Below for Jobs Recently Posted in the Dover Post

**Coordinator** This is a unique opportunity to work as a liaison for a physician in our practice. This employee will be responsible for all aspects of patient scheduling, and communication between office staff, physicians and patients. Minimum of 3+ years experience in a physician's office is necessary; prior scheduling experience a must. Excellent benefit package. Submit resume to [HR@delgi.net](mailto:HR@delgi.net) or fax to 302-731-4822 attn: Human Resources

**Dog Waste Technician**, Are you a reliable, hardworking, responsible person? Do you like dogs and working outdoors? Can you lift 20 lbs, walk short to medium distances and have a clean driving record? Clevens K-9 Scoop is a professional dog waste removal service that has cleaned yards in New Castle County for the past 9 years. This is a fast growing company that needs Dog Waste Technicians (independent contractors, \$8-\$10/hr) to help keep up with the growing demand of this pooper scooper service. Current openings are for year round part time work on Tuesdays, Thursdays and Fridays. If you think you are a good fit email your work history to [info@k9scoop.com](mailto:info@k9scoop.com). Job is located in Middletown, DE. No Phone Calls

**P/T evenings project person. Must have a valid drivers license, clean driving record, and a clear background check. Hrs. 5:00-10:00pm. Pay \$8.50/hr. Call 302-734-3403 Dover**

Full & Part time employment. Mills Brothers Market, 508 South East 2nd St. Milford. Deli & Cashier positions. **Please contact Paul Mills (302)422-6576 or (302) 242-8428**

Bear-Glasgow YMCA School Age Site Coordinators for Before/After School Program in Appoquinimink District. Apply online @ [www.ymcade.org](http://www.ymcade.org).

**Employment OpportunityJob Opening:Part-Time Pre-Teacher**Morning classes Hours: M-F 8:45am-12:15pm for the 2011 school year. Meet licenses requirements for ECT or ECAT. Must posses strong, written, and verbal communication skills, and current CPR/First Aide certificate. **Please email or mail resume: Email: [jac065@hotmail.com](mailto:jac065@hotmail.com)Mail to: 16 N. Main St. Camden, DE 19934**



**CLEANING-P/T Help Needed**, week days, must be dependable and have own transportation, Call (302)995-2816 Wilmington

**HVAC Service Technician**, 5+ yrs and CFC Cert. req. Please fax resume: (302)378-1233

**Employment Consultant** (Kent & Sussex), Service Source Delaware Region (OCI), is seeking qualified staff member to assist people with their job search in Kent & Sussex Counties. Must have the ability to network, maintain relationships with businesses & understand the career needs of adults with disabilities. Submit resume and salary requirements to: [Resumes-oci@servicesource.org](mailto:Resumes-oci@servicesource.org) or Fax to 302-726-9383. EOE

**PIZZA MANNEEDED** CALL (302)241-6085

Beginnings and Beyond, a child care center in Dover has 2 open positions: **Floating and Pre-K Teachers**. Previous 2 year old and Pre-K Teaching Experience required. (302)734-2464; [Danielle@beginnings-beyond.com](mailto:Danielle@beginnings-beyond.com)

**Childcare Director, Join the YMCA in Dover!** Energetic and organized leader needed for childcare and camp. A 4-year deg and the ability to meet DE regs for Admin. reqd. Prev. YMCA exp. and skills in staff mgmt, prgm dev. and budgeting are preferred. Salary \$36K-\$41K. Excellent benefits inc. 12% retirement and YMCA membership. EOE. Apply at [www.ymcade.org](http://www.ymcade.org)

**Mechanical Maintenance Assist**, w/ HVAC Building Management Computer System, maintenance of building systems, electrical, plumbing, communications, pneumatic controls & HVAC systems. Assist in preventive maint. & emergency repairs on building systems. 3+ yrs exp in facilities maint. &/or construction w/ emphasis on HVAC, water, plumbing, electrical & building system controls Job is located in Wilmington, DE.

Winterthur Museum, Garden & Library. Email resume to [jobs@winterthur.org](mailto:jobs@winterthur.org) by 8/30/11. winterthur.org EOE

**Receptionist/Real Estate Secretary**, Dover law office seeks receptionist. Some real estate experience helpful. Fax resume to (302) 678-3544.

The NEW Greenhill Car Wash, Middletown De, is now accepting employment applications for the following positions: Manager and Assistant Manager. Previous management experience is required. A background in the car wash/lube/retail industry is desirable. Interested candidates must have mechanical aptitude and comfort with and willingness to use technology. Please send your resume/application to [info@greenhillcarwash.com](mailto:info@greenhillcarwash.com) or fax 302-654-3753.

**Van Driver**, Delaware Association for the Blind is hiring a part-time van driver to transport blind and visually impaired adults living in Kent and Sussex Counties to recreational programs statewide. Driver must have experience with a 15-passenger van and an excellent driving record. Weekend availability is a must! Interested applicants should contact Judy Engelgauat 302-734-7173 or email [espoehr@dabdel.org](mailto:espoehr@dabdel.org). [www.dabdel.org](http://www.dabdel.org)

P/T Furniture Delivery Driver, w/clean record. Call (302)379-1413 Townsend

**The U.S. Army Reserve** Is seeking Prior Service of all branches. Enlist today and you can be eligible for Enlistment Bonuses up to \$10,000.00, Select Reserve GI Bill up to \$333.00 per month, Tuition Assistance up to \$4,500.00 per academic year and eligible to participate in a 401(k) type retirement plan. To find out if you qualify call 301-677-7070

Exp. Restaurant Mgr., Hands on Bar & Kitchen. Apply at the Full Moon Saloon. 410-598-0707

**Drivers - Teams: \$6,000 Team Sign-On Bonus when you team drive for Werner Enterprises! Call Now for details! 1-866-823-0268**

**STUDIO 14 SALON** Now hiring Hair Stylists, **Apply in person** Milford Harrington Hwy Rte 14 next to Mikes liquors. Mondays b/t 2p-4p or **Call Brandi to make appt. 302-670-2205**

**SCHOOL BUS DRIVERS NEEDED** Capital & CR Districts. Must have or be willing to obtain a CDL License. **Call 302-697-7676 Begin Training Now**

**WGMD IS ACCEPTING APPLICATIONS FOR OUTSIDE SALES** To fill out an application go to WGMD's business office, **at 31549 Dutton Lane, Lewes. 302-945-2050 M-F 9AM to 4PM** WGMD Resort Broadcasting is an Equal Opportunity Employer.

## **Please See Below for Jobs Recently Posted in The Guide**

### **BOOKKEEPER/PROP. MGR.**

PT-FT. Great opportunity with a local, growing company.

Fax resume to: 206-202-0745.

251607

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Very busy Auto Collision repair facility in Salisbury, seeking exp. A-Tech to fill a full time position. Straightening, frame repair & hard hit capability a must. Bene-fits pkg. incl. pd. vacation, 401k & exc. medical ins. I-CAR training/cert. strongly preferred. Call shop directly at 410-742-5558

250469

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Wanted: FT Office Help. Career minded person proficient using Adobe CS3. Email resume to: [southerndejob@hotmail.com](mailto:southerndejob@hotmail.com)

251711

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### **HIRING MOTIVATED CREW ASSISTANTS**

What WE want: An energetic individual who enjoys working outside, has a strong work ethic, can travel overnight and work long hours, is comfortable working at elevated heights, and enjoys labor-intensive work.

What **YOU** get: Competitive wages, health/dental insurance, paid holidays, quarterly profit sharing, strong team environment with a daily Good Morning!, steady employment, and paid drive time to & from jobsites.

We're always looking for **GREAT** people!

Submit applications in person to:

**ATLANTIC ALUMINUM PRODUCTS**

12144 Sussex Hwy.,  
Greenwood, DE 19950

251983

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Looking for (4) to (6) Reliable & Dependable persons with experience in Customer Service, Banking & Collections. Must have reliable transportation. Willing to travel short distances. Interested candidates only please email resume to:  
[ltplinda@yahoo.com](mailto:ltplinda@yahoo.com).

251130

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### **AUTOMOTIVE SALES**

Growing Dealership is seeking a highly motivated, Experienced Salesperson, to become part of our team. Great income potential for a confidential interview. Call Darlene at 410-896-2288 or email resume to:  
[Darlene9617@comcast.net](mailto:Darlene9617@comcast.net)

251806

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### **MAG TOWING**

Looking for a Truck Driver & Mechanic. Driving consist of long & local hauls. Call Mark after 5pm, 302-462-5686.

250814

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Petite Hair Designs is looking for a Shampoo Person & also have an opening for a Cosmetologist w/clientelle. Call 302-945-2595.

251274

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### **AUTO TECH**

Expanding Dealership is

Now looking for a ASE Certified Tech. Experience on all makes and models preferred, must be able to handle a high volume of vehicles. For a confidential interview call Darlene at 410-896-2288 or send resume to: [darlene9617@comcast.net](mailto:darlene9617@comcast.net)

251804

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Help Wanted: Experienced Auto Mechanic to join our team. Please call 302-934-1700

251221

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### **HOUSING COUNSELING PROGRAM MANAGER**

The position as Housing Counselor Program Manager assumes responsibility for overall management & operation of the Housing Counseling dept. as it continues to evolve. Responsibilities incl.: Program oversight, planning, personnel, management/staff development, fiscal planning & management of grants, public & community relations, grant writing & reporting. All staff may be asked to perform duties indirectly related to their "titled" position, when support is needed for the overall betterment of the agency.

The holder of this position must be avail. to volunteer once a mo. to a specific organization for community services if asked.

Personnel Management/  
Staff Development

\* Supervises a staff of currently (5) FT employees in (3) counties

\*Ensure program compliance to grant funders by conducting monthly in-house evaluations.

\* Maintain personnel practices & record in accordance w/policies as well as state & federal laws.

\* Oversee as appropriate;  
participate in fundraising  
activities, including grant writing & reporting, the cultivation &

solicitation of individual  
& corporate donors,  
& implementation of  
fundraising events.

Education:

Preferred: Bachelors Degree in Business Administration, Project Management & exp. in the  
administration in planning, implementing & evaluating  
housing project management.

Please send resumes to:  
[dbull@firststatecaa.org](mailto:dbull@firststatecaa.org)

E.E.O. Employer

251993

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Jor-Lin Tour & Charter Bus Service is seeking qualified applicants for Coach Operators. Call 302-424-4445 or email: [infor@jor-lin.com](mailto:infor@jor-lin.com). CDL with  
passenger endorsement and clean driving record required.

251513

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**CHESAPEAKE  
COUNTRY KITCHEN**

is looking for Hard Working, Exp.,

Dependable Wait Staff. Apply in  
person: Laurel Oasis Plaza.  
No phone calls please.

251617

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**JFC HVAC LLC** is now looking for an experience sheet metal duct work installer and an experience helper in DE area. Must have transportation and own tools. Spanish speaking is a plus. You may reach me at 302-331-6278.

251479

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Now Hiring Satellite Technicians w/truck or van, in house training avail., must be able to pass drug & background check. Call 302-629-0768 for an interview.

251091

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**WANTED  
REAL ESTATE AGENTS**

#1 Independent Real Estate Firm in Sussex County has openings for Licensed Agents  
in their Millsboro Office. Competitive commission split,  
no franchise fees, supportive office staff. All inquiries strictly confidential. Contact:

Susan Mills  
Jack Lingo, Inc.  
Office: 302-934-3970  
Cell: 302-542-4146

251483

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Exp. Deli help wanted. Must be willing to work weekends. Must be 18. Myer's Store, Bridgeville, DE. 302-337-8832.

252198

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Chair side Dental Assistant, exp. preferred, Ocean View, DE. Email resume to: [molarbiz@yahoo.com](mailto:molarbiz@yahoo.com)

250578

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**FULL TIME  
OFFICE ASSISTANT NEEDED**

for a busy beach community. Looking for a mature individual with Computer Experience (especially Excel) & Excellent Customer Service skills a must. This position would be a great opportunity for a retired person. Must be able to pass a criminal background check & drug test. Must apply in person at: Rehoboth Shores, Long Neck Rd. Call 302-945-1500

251429

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Truck Drivers: valid DL w/clean driving record, heavy lifting, DOT card.  
Mechanic: maintain & repair commercial vehicle fleet.

Drug Testing Req. Apply in person: Southern Connection, 4884 Crisfield Hwy., Crisfield, MD.

251236

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Experienced pizza makers at Pepper Creek Pizza, 32183 DuPont Blvd., Dagsboro. Apply in person.

251462

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Griff & Sons Hometown Auto  
302-786-2691

Needed: ASE Certified Mechanic

Experience in Steering & Suspension, Engine Performance. Must Have Strong Diagnostic & Trouble Shooting Skills.

251938

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FT & PT Steam Cleaning, nights & mornings. Salisbury/Ocean City area. Need clean driving record, & reliable trans. Starting at \$10/hr. Call 410-835-3526.

251949

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A.P. Croll & Son, Inc.  
has openings for experienced Heavy Equipment Operators. Must be honest and dependable with references.

Please apply in person at: 22997 Lewes-Georgetown Hwy.  
Georgetown, DE or online at:

[www.apcroll.com](http://www.apcroll.com).

No phone calls please!

Proud to be an Equal Opportunity Employer

251577

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**TRACTOR TRAILER CDL  
DRIVER NEEDED**

NE regional runs. Home weekends. Full benefits. Clean driving record & 3 yrs. exp.

Apply in person: Reed Trucking, 522 Chestnut St., Milton, DE  
or call 302-684-8585 x18.

251590

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Busy Day Spa in Lewes, DE Now Hiring Hair Stylists & Nail Technicians. Email Resume to: [chopkinsords@yahoo.com](mailto:chopkinsords@yahoo.com)

248197

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**HVAC SERVICE TECHNICIAN**

Must be experienced in Residential, Commercial & Refrigeration. Salary according to experience. Great Benefits.

Email Resume To:  
jennifer@wicomico  
heatingandair.com

Or Apply To:  
Wicomico Heating & Air  
621 East Railroad Avenue,  
Salisbury, MD 21804

248138

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Auto Service Technician: I.G. Burton, Seaford has an opening for a Service Tech. Must have General Motors exp. & ASE cert. Call Lester at 302-629-5514 or email: [lguyer@igburton.com](mailto:lguyer@igburton.com)

251239

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Busy medical practice seeks FT CNA/Medical Assistant for temp. position, possible permanent position, starting early Sept.-mid Dec. Fax resume: 302-856-7337

251061

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**SALES PERSON WANTED** for used car lot. Must have valid driver's license. Exp. preferred but will consider all applications. Apply at Georgetown Auto Sales 302-856-1827.

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250678

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**AUTOMOTIVE TECHNICIAN  
WANTED**

for used car lot. Must be  
knowledgeable in all phases  
of Automotive Repair.  
Must have own tools.

Apply at Georgetown Auto Sales  
302-856-1827.

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250677

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Property/Apt. Manager: Well established management company has a permanent PT position available in the Hurlock area. This job offers a 15 hr. work week, no nights or weekends, good salary & flexible day time hours. Computer exp., exc. refs. & credit check req. Submit resume with salary expectations to 410-957-2033.

250540

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Hiring Sheet Metal Fabricator/ Welders, 5 yrs. exp. req., drug tests req. Loc. in Cambridge, MD. Pls. call 410-221-0321.

250225

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**SCHOOL BUS DRIVERS NEEDED.** Millsboro / Long Neck area. License required.  
302-245-0315

249425

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Wanted:

Auto Detailer and GPS Installer  
for busy Auto Dealership.  
Call Ron Brown at 302-841-1507

251659

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Driller's Helper wanted in Gumboro area, CDL Class A or B w/prop endorsements, exp. helpful, not necessary. On the job training. Call 302-238-7847.

252033

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**ACTIVITY AIDE  
PART TIME**

Immediate opening for an Activity Aide in our Homestead Unit. Applicants must possess a patient, cheerful & warm personality & must be able to work flexible hours which include working on a weekend. Must have a high school diploma or GED. Previous experience is preferred. If interested, please come in or fax resume to:

Genesis HealthCare  
700 Marvel Road,  
Milford, DE 19963  
Fax: 302-422-8961  
E.O.E. M/F/D/V

251212

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**DEE'S CLEANING SERVICE** is immediately seeking (2) part time positions. May turn full time. Clean driving and criminal record a must. 302-856-7989, lv. msg.

251006

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**ADVERTISING  
GRAPHIC DESIGNER  
PART-TIME**

Must possess excellent typing & spelling skills. Ability to pay attention to detail and work under tight deadlines. Experience with InDesign needed. Day work only- no weekends. Must work Fridays! Non-smoking premises. Spelling & typing tests will be given. Fill Out Application at: The Guide, 24904 Sussex Hwy., Seaford, DE 19973 or mail resume to: Ad Design, P.O. Box 1210, Seaford, DE 19973. No phone calls. EOE

251613

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PT Cleaning help needed, only hardworking persons need apply.  
Send name, address, resume to: Cleaners, PO Box 320, Dagsboro, DE 19939.

251669

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Quality Inspector, good vision, math skills, exp. a plus, no walk-ins. 302-628-9900, ask for Nikki.

252175

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**SECRETARY:** Must know QuickBooks, good on phone, Spanish speaking a plus. Call  
302-422-5500 or visit us at Family Financial Center  
641 North DuPont Blvd.,  
Milford, DE 19963. EOE

250288

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Legal Secretary. Get the job without the experience. For more info., call Attorney Resource, 302-684-5193.

252179

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**MAINTENANCE TECHNICIAN**

Full Time position w/apartment buildings in Georgetown, DE. Maintain building & grounds. Previous apartment maintenance exp. incl. plumbing, painting, electrical & carpentry work a must. HVAC a plus. Must have reliable transportation & valid drivers license. Competitive wages & benefits. EOE. Please fax resume to: 302-856-1564 or Email: [Georgetown@ArborManagement.com](mailto:Georgetown@ArborManagement.com). View open positions on [www.ArborManagement.com](http://www.ArborManagement.com)

251378

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Pizza Boys on Rt. 13 in Delmar is searching for positive, friendly, energetic and customer oriented people. If this is you please apply in person, Thurs. between 1pm & 4pm and Tues. 1pm & 4pm. Upload your resume at: [delmaradmin1@comcast.net](mailto:delmaradmin1@comcast.net)

252127

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### **AUTOMOTIVE SALES**

Qualifications: Highly motivated, energetic & able to follow directions, basically, a real go-getter! In return, we'll give you a stable work environment, team atmosphere, retirement plan & the opportunity to earn great income! Interested? Email: [whill@prestonmotor.com](mailto:whill@prestonmotor.com)

251999

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### **PROPERTY MANAGER (2)**

East Coast Property Management seeks managers with tax credit exp. for properties in Laurel & Lewes. Must possess strong communication & organizational skills.

Email or fax resume to:

[vsmith@ecpmgt.com](mailto:vsmith@ecpmgt.com)

302-629-8504

EOE

251856

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### **SCHOOL BUS DRIVERS**

**R&M BUSES, INC.**

Bridgeville-based business.

Call 302-542-4503

249281

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### **PARTS COORDINATOR**

Demco is looking for a person to fill this position. This person will be responsible for procuring parts for repair as well as quotes. This is a very fast paced job that requires someone that can multi-task, be detail oriented & can deliver results. Some computer skills are required.

We are an electric motor repair & machine shop facility that has been in business in Salisbury, MD for over 50 yrs.

Send resume to:

[gbshunt@gmail.com](mailto:gbshunt@gmail.com)

251482

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Are you looking for a fuller life, control over your income & time? Being a Avon Rep is your answer. Contact me today, 302-381-0436 or [sputz59@hotmail.com](mailto:sputz59@hotmail.com)

251642

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Accepting Applications for Cooks

& Cashiers, FT/PT. Start at \$7.25/hr. up to \$8.50/hr., Chance for advancement. Pickup application at: Bodie's Dairy Market in Millsboro, Milton, Georgetown, Selbyville or Dagsboro, DE; or Greensboro, MD.

249251

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**TIRED OF LIVING  
PAYCHECK TO PAYCHECK?**

Wellness Coaches needed.  
Will train. PT/FT. Perfect for  
students & moms. Work around your schedule. Bi-Lingual a plus.  
[www.enjoylifestylenow.com](http://www.enjoylifestylenow.com)  
302-644-3646.

248886

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Licensed Veterinary Technician \$18-\$20/hour.

The Delaware SPCA Georgetown shelter has openings for mature, dependable, experienced Licensed Veterinary Technicians to work in our newly expanded, high volume, high quality spay/neuter clinic, and to assist veterinarian with shelter medicine. Full and part-time positions available. Delaware Veterinary Technician license and surgery experience required. Please send resume to: [gtownclinic@delspca.org](mailto:gtownclinic@delspca.org).

251632

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**DRIVERS NEEDED  
GENERATIONS HOME CARE  
205 EAST MARKET STREET  
GEORGETOWN, DE 19947**

Drivers needed for Medical transportation program. CDL & clean driving record required. Flexible work schedules, weekdays, & weekends. Mail resumes or fax to Tim at 302-856-7753.

251795

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Wanted: Evening and Saturday Receptionist at busy local auto dealership. Good phone & people skills a must. Email resumes to: [bishop2532@yahoo.com](mailto:bishop2532@yahoo.com)

251907

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Cleaner Wanted, Part Time  
302-539-3166  
Call between 5pm-9pm only.

251969

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Attn.: School Bus Drivers. Training available. Woodbridge Sch. Dist. Call 302-337-8619.

249201

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Wait Staff wanted at  
Game Zone, Laurel, DE.  
Apply in person only. Tues.-Fri. 12-6pm. 460 N Central Ave.

249390

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Operations Mgr. wanted to assist home buyers to the mortgage process. Call 302-381-2772 or fax resume to 206-202-0745

251594

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Artist needed to hand paint for  
busy Internet business in Milford, DE.  
Seasonal, PT & FT In-House.  
Email resume & experience to:  
[office@mybambino.com](mailto:office@mybambino.com)

251575

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Busy Tire & Service Center with locations in Ocean Pines, MD and Clarksville, DE is now hiring for

Technicians & Service Advisors. 302-539-8686 x 3042

251651

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**EXPERIENCED MECHANIC** with a good work ethic and drive to succeed. Excellent mechanical skills and knowledge, good driving record with valid driver's license. Tools required. Not an entry level position. This is a full time position offering an hourly rate, health benefits, uniforms and vacation after one year. Apply in person at: 33012 Cedar Grove Road, Lewes, DE. References are required.

251503

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#### **DRIVER POSITION**

Seeking FT and PT drivers to transport clients for busy transportation company. Must be 21, clean driving record, clean background check and pass drug testing. Please mail resume to: "Drivers", PO Box 1210, Seaford, DE 19973 or Email resume to:

[jobsfordrivers@aol.com](mailto:jobsfordrivers@aol.com)

251507

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Exp. Stone Subcontractor needed for interior fireplace work. Must have lic., ins., all tools & equip. Must be reliable. Pls. contact 302-337-1048.

252075

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Wanted: Experienced Automotive Technician. Drivability, electrical skills a must. Ability to work with Modis and Alldata. Call Ron Brown at 302-841-1507.

251657

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#### **SOME LIKE IT HOT SALON**

is looking for a licensed Hair Stylist Asap! Commission based, no chair rent. If interested please give me a call to set up an appointment. 302-228-8330

251956

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Gardner: Mow, trim & plant. Need all tools incl. trlr. & chain saw. Central DE. \$10/hr.  
\* Also need person with bush hog. Call 302-423-4442.

252161

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#### **POWERHOUSE GYM**

Seaford location is now hiring  
for Front Desk position.  
PT, eves., mornings &  
weekends. Apply within:  
620 West Stein Hwy., Seaford

251995

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#### **RECEPTIONIST NEEDED**

For Growing Plumbing/HVAC Company. Full time.

Must be personable, very  
organized, able to multitask.  
Exp. w/Microsoft Office Req.  
Marketing/Sales skills a plus.  
Starting pay \$10-\$12/hr.  
Please email resume to:  
[cpnhincjobs@yahoo.com](mailto:cpnhincjobs@yahoo.com)  
or fax to: 302-732-6002

250374

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Painter Wanted. Transportation required. Call Scott at 302-339-1993.

251618

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Looking for Experienced Commercial Cleaners. Must have attention to detail & have pride in your work.  
Call 302-543-8727 or fax resume to: 302-875-1810

252030

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**BOULEVARD FORD LINCOLN MERCURY** at both locations, accepting applications for  
Maintenance Technician. Contact Randy in Georgetown, 302-856-2561 ext. 230, or Shane in Lewes at  
302-645-2801.

252031